

# ASSET Users' Guide

## ASSET STAFF INFORMATION FUNCTION

### 1-6 STAFF INFORMATION

The ASSET Staff Information function is designed to give every staff person who is authorized to use the system access to his/her staff information record upon logon to the system.

**This is the screen workers must access the first time they log onto ASSET in order to set the default information about their work site (office number) and other staff information.**

**Important Note for staff working out of more than one office:**

If a staff person has more than one work site, each time that person changes offices, he/she will need to come to the Staff Information record to change the office with which he/she is associated. This will then change the default information that is recorded each time anything is reported for a customer in any of the Case Management functions.

The Staff Information record is accessed from the ASSET menu tree and appears as follows:

The screenshot shows the ASSET Staff Information form. The form is titled "ASSET - Staff Information" and has a "Save" button at the top. The form is divided into several sections:

- Staff Information:** Login ID: THOMPAN, Domain: DWD, First Name: Andrea, Middle Initial: S, Last Name: Thompson. There is a checkbox for "Show Only RES Offices".
- Job Center:** A dropdown menu showing "0210-Dane County Job Center".
- Workforce Development Area:** A dropdown menu showing "010-South Central".
- Staff Type:** A dropdown menu.
- Profile:** A dropdown menu.
- SSN Validation:** A dropdown menu.
- Supervisor:** A dropdown menu showing "Atkinson, Rita".
- Telephone:** Fields for phone number and extension.
- Fax:** Fields for phone number and extension.
- E Mail:** A text field showing "andrea.thompson@dwd.wis.gov".
- Primary Working City:** A dropdown menu.
- Associate this Staff Person's records with another Case Manager:** A checkbox with "Case Manager" as a label.

This page has a number of fields that are pre-filled by the ASSET Security Unit at DET. Based on the information provided, the following fields are display only and may not be changed by the staff person. Changes to any of these fields require a contact to DET Security Unit at **608-267-9690 or 1-888-513-5633 (toll-free).**



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FIELD	DESCRIPTION
<b>Logon ID</b>	Displays the DWD Network Logon ID used for accessing ASSET and other DWD systems. It is generally 7 characters.
<b>Domain</b>	DWD or WIEXT
<b>First Name</b>	The first name of the user with this Logon ID.
<b>MI</b>	The middle initial of the user.
<b>Last Name</b>	The surname of the user.
<b>Workforce Development Area</b>	The number and name of the WDA associated with the office number selected by the user. The WDA default will change once the user saves the form with the selected office number.
<b>Profile</b>	The security level of the user.
<b>SSN Validation</b>	No longer a valid field.
<b>Supervisor</b>	The name of the user's supervisor.
<b>Primary Working City</b>	The user's primary work location.
<b>Created</b>	The information about the user who created the initial record.
<b>Last Updated</b>	The information about the user who last updated the record.

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The staff person who is logged on may update the following fields:

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Job Center</b>	The user must select the office number and name from the drop down list. Staff who work from more than one office must change this field as appropriate in order for the reporting in the Case Management functions to reflect the correct office for the customer's record.
<b>Staff Type</b>	Currently used for Veterans Services only. Select either LVER or DVOP if applicable. This will mark customer records serviced by either of these groups. All other users should leave this field blank.
<b>Telephone/Extension</b>	The user's telephone number. Key the 3-digit area code and 7-digit number and any extension number. This should be the primary number where the worker can be reached.
<b>Fax/Extension</b>	The user's fax number. Key the 3-digit area code and 7-digit number and any extension number, if available.
<b>Email Address</b>	The user's email address.

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